



**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
6:30 PM – JANUARY 28, 2025  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238**

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**1. CALL TO ORDER AND ROLL CALL**

Chair Erick Matta called the Planning and Zoning Commission meeting to order at 6:30 PM.

**PRESENT**

2 <sup>nd</sup> Vice Chair	Andrea Roofe	Place 2 Voting member
Commissioner	Hilda Gomez	Place 3 Voting member
Commissioner	Pat Martinez	Place 4 Voting member
1 <sup>st</sup> Vice-Chair	Mary Ruth Fernandez	Place 5 Voting member
Commissioner	Cynthia Koger	Place 7 Voting member
1 <sup>st</sup> Alternate	Abraham Diaz	Nonvoting member
2 <sup>nd</sup> Alternate	Beth Mursch	Nonvoting member
3 <sup>rd</sup> Alternate	Olen Yarnell	Nonvoting member
Council Liaison	Benny Martinez	Nonvoting member
Commissioner	David Perry	Place 1 Voting member
Chair	Erick Matta	Place 6 Voting member

Also in attendance were Planning and Zoning Director Susana Huerta and Executive Director Roque Salinas.

**1. CALL TO ORDER AND ROLL CALL**

Chair Erick Matta called the meeting to order at 6:30 PM with all members present.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Discussion and Action to Consider Approval of the November 12, 2024, Planning and Zoning Commission Minutes - S. Huerta, Planning and Zoning Director

1<sup>st</sup> Vice-Chair Fernandez made a motion to approve the minutes which was seconded by Commissioner Perry. The motion carried unanimously.

2. Discussion and Action to Consider Approval of the January 15, 2025, Planning and Zoning Commission Meeting Minutes - S. Huerta, Planning and Zoning Director

First Alternate Diaz made a request for correction to the minutes to show him present at the meeting. Second Vice Chair Roofe made a motion to approve the minutes with

corrections which was seconded by First Vice Chair Fernandez. The motion carried unanimously.

**3. NEW BUSINESS**

- 1. Presentation, **Public Hearing**, and Possible Action to Approve a Replat of Lots 24 and 25, Block 4, CB 9904, Rollingwood Ridge Subdivision and the West 250' of Lot 5, Block 4, CB 9904, Rollingwood Estates Unit I Subdivision, Establishing Lot 30R on Approximately 2.62 Vacant Acres, Located at 5307 Wurzbach Road - S. Huerta, Planning and Zoning Director

3<sup>rd</sup> Alternate Yarnell asked a question about the development of adjacent properties.  
2<sup>nd</sup> Alternate Mursch asked a question about the traffic impact to the adjacent residential properties.

1<sup>st</sup> Vice Chair Fernandez made a motion to approve the proposed replat with Commissioner Perry seconding the motion. The motion carried unanimously.

**4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF**

2<sup>nd</sup> Vice Chair Rooft announced that the AARP would be helping with income tax returns at the Conference Center starting on the 4<sup>th</sup> of February.

**5. ADJOURNMENT**

Chair Matta announced the meeting adjourned at 6:56 PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 25<sup>th</sup> of February 2025.*

ATTEST:   
**SUSANA HUERTA, AICP**  
 PLANNING AND ZONING DIRECTOR

APPROVED  
  
**ERICK MATTA**  
 CHAIR